

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Intelligence Officer - Foreign Media

FROM:

EXTENSION

NO.

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DATE

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TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/FBIS

RECEIVED

FORWARDED

21 Dec 88 R

2.

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ODR

28 Dec 88 KA

4.

5.

6. DD/OP

7. D/OP

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Attached is the final version of the IO-Foreign Documents generic position description for your concurrence.

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FORM 1-79

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USE PREVIOUS EDITIONS

INTELLIGENCE OFFICER-FOREIGN MEDIA

Journeyman
GS-12

The journeyman level Intelligence Officer-Foreign Media has attained full performance capabilities in the area of foreign language research and evaluation. The incumbent at this level scrutinizes foreign language print media documents utilizing linguistic expertise to assess the intelligence value of the materials, selects those responsive to the Intelligence Community (IC) criteria for processing, and reviews the product to ensure all nuances of text are captured before final translation is printed and distributed throughout the IC.

MAJOR DUTIES

Duties at this level may include combinations of the following examples:

1. Evaluates and selects from foreign-language open sources (newspapers, journals, periodicals, books, monographs, etc.) material meeting established and ad hoc IC requirements.
2. Represents FBIS at formal Agency assessment meetings as the open-source expert for a particular area of responsibility.
3. Provides geographic and linguistic support to Agency operational and analytical activities and to the IC and other U.S. Government consumers in response to their need for intelligence derived from foreign-language open sources.
4. Collaborates with Agency and IC analysts in the production of finished intelligence providing written assessments/evaluations of developments, trends, and nuances in assigned area as reported in the foreign media.

QUALIFICATIONS

Individuals at the full performance level typically have command of one or more foreign languages (operational 3 Level reading ability) and/or authoritative knowledge of a highly technical, scientific or abstruse subject, or in-depth understanding of and familiarity with a country, region or other geographical area or foreign culture. Knowledge of the foreign language must be sufficient to independently perform research, evaluation and analysis of materials received for translation and dissemination. Fluency in written and oral presentation skills in the target language critical to the presentation and defense of evaluation results is essential. Furthermore, incumbents have an undergraduate degree in a relevant field such as international affairs, area studies, political science, economics or a scientific or technical field.

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DIFFICULTY AND CONSEQUENCES

The incumbent at this level must take a knowledgeable and critical approach to a variety of complex intelligence collection and analytical problems posed by foreign language source materials when identifying significant trends and developments in the incumbent's field of expertise. Decisions require extensive support data and in-depth knowledge of the language(s), areas, or subjects. Work is reviewed for completion and satisfaction of objectives and procedures; incumbent works under general supervision, and is beginning to work independently in scanning and selecting from open source print materials. Resulting product, after senior level review, has a noticeable impact on finished intelligence.

CONTACTS

Incumbent interacts with counterpart senior officers across directorate lines and officials in other agencies of the Intelligence or Defense Community. Contacts are essential to coordinate, refine and update linguistic analysis requirements of foreign language print media sources, and to provide written assessments/evaluations of foreign media developments, trends, and nuances in assigned area.

LIFESTYLE CONSTRAINT

The Intelligence Officer-Foreign Media is required to meet the basic Agency conditions of security awareness, personal lifestyle restrictions, and professional limitations. Journeyman IOs are occasionally requested to travel TDY to lend linguistic expertise.

RESOURCE MANAGEMENT

Generally there are no resource management requirements at this level but an officer may provide suggestions to the supervisor regarding budget requirements for discrete projects and contract translations in the officer's area of assignment.

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INTELLIGENCE OFFICER-FOREIGN MEDIA

Senior
GS-13

The Senior Intelligence Officer-Foreign Media is a recognized authority in a geographic or substantive area as well as a senior linguistics analyst in the Agency and the Intelligence Community. The officer evaluates, analyzes, and selects from foreign-language open sources (newspapers, journals, periodicals, books, monographs, etc.) material meeting established and ad hoc Intelligence Community (IC) requirements. Incumbent provides authoritative geographic, substantive, and linguistic support to Agency operational and analytical activities and to the IC and other U.S. Government consumers in response to their need for intelligence derived from foreign-language open sources.

MAJOR DUTIES

In addition to full performance duties:

1. Performs research and analysis of the foreign media from assigned area to identify trends, nuances or significant developments, and prepares summaries and media trend highlights based on this research and analysis.
2. Represents FBIS at formal IC as well as Agency tasking and collection assessment meetings as the open source collection and reporting expert on assigned area(s).
3. Works with intelligence consumers to update and refine requirements and advises management on Production Group's ability to meet current and long-term IC requirements.
4. Defines and standardizes for the IC the translation of unique foreign-language terms and expressions.
5. Devises methods for exploiting additional areas of open-source collection and reporting not readily available through subscriptions or other established acquisition channels.
6. Provides ad hoc foreign language support to Agency and IC components.

QUALIFICATIONS

Senior Foreign Media intelligence officers have a proven record demonstrating an indepth knowledge of foreign language-related issues throughout the IC and the U.S. Government, including availability of foreign language resources in other IC components. Incumbent possesses a demonstrated ability to assume total and independent responsibility for drafting, discussing, and defending foreign language, area or subject translation evaluation, research and analysis. Furthermore, incumbent holds an advanced

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degree or equivalent relevant experience in such areas as international affairs, area studies, political science, economics, or a scientific field.

DIFFICULTY AND CONSEQUENCES

Unlike officers at the journeyman level, who may occasionally perform analysis of foreign press materials, the officer at this senior level is analyzing the foreign media of an assigned area on a regular basis to identify trends, nuances, or significant developments and publishing results of analysis in FBIS, Agency, and IC publications. The senior IO is expected to guide and assess collection and production efforts at the FBIS-wide level. Resulting product has a noticeable impact on finished intelligence.

CONTACTS

As an FBIS-wide authority of a particular subject, geographic area, or FBIS activity, the incumbent must interact extensively with Agency and IC consumers and managers to coordinate processing of foreign language media of intelligence value, to update and refine requirements for foreign media intelligence, and to assess overall Production Group effectiveness in meeting the IC requirements.

LIFESTYLE CONSTRAINTS

The senior Intelligence Officer-Foreign Media is required to meet the basic Agency conditions of security awareness, personal lifestyle restrictions, and professional limitations. The senior IO-Foreign Media is occasionally requested to travel in order to provide linguistic support for Agency requirements.

RESOURCE MANAGEMENT

Generally there are no resource management requirements at this level but an officer may provide direction to the group chief regarding budget requirements for discrete projects and contract translations in the officer's area of assignment. Incumbent acts as mentor to journeyman/entry level IOs.

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ADMINISTRATIVE
INTELLIGENCE OFFICER-FOREIGN MEDIASupervisor
GS-13MAJOR DUTIES

The Intelligence Officer-Foreign Media first level supervisor is a recognized authority in a geographic or substantive area of foreign language research and evaluation as well as knowledgeable in such FBIS activities as coordinating collection requirements and source acquisition. The officer assesses foreign language capabilities throughout the U.S. Government and develops strategies to meet current and anticipated requirements in the area of foreign language research and evaluation.

The incumbent supervises three or more IO-Foreign Docs positions at or below the GS-13 level in source selection, the provision of linguistic support for the Agency and the IC, and assessing and refining Community requirements.

QUALIFICATIONS

In addition to the qualifications required at the journeyman level, the IO-Foreign Media supervisor has broad and extensive experience with FBIS and perhaps other Agency components gained through a variety of assignments of increasing scope and responsibility. The incumbent has a thorough knowledge of foreign language-related issues throughout the IC and the U.S. Government. Incumbent demonstrates a basic understanding of management theory and possesses skill, tact, and patience in supervising and motivating subordinates with diverse personalities and backgrounds.

DIFFICULTY AND CONSEQUENCES

The supervisor is expected to address the Group's current and long-term foreign language capabilities in terms of its ability to respond to changing Intelligence Community requirements as well as concerns affecting Production Group desk officers in the performance of their duties (source acquisition problems, availability of reference material, means of streamlining source exploitation and processing to enhance timeliness). The incumbent reviews and approves foreign language training for the officer's area of assignment within Production Group based on a thorough knowledge of the current and anticipated foreign language requirements. Resulting product has a noticeable impact on finished intelligence. Additionally, the supervisor serves as mentor to other IOs offering counsel concerning performance evaluation, career enhancing assignments and appropriate training.

CONTACTS

As an FBIS-wide authority on a particular subject, geographic area or FBIS activity, the incumbent must interact extensively with Agency and IC consumers and managers to coordinate processing of foreign language media of intelligence value, to update and refine requirements for foreign media intelligence, and to assess overall Production Group effectiveness in meeting

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the IC requirements. In addition, the supervisor motivates and guides employees to serve intelligence needs of policy-level government officials. Information provided to customers such as DI analysts and analysts supporting other IC components must be timely, accurate, and concise. The supervisor meets on a regular basis with senior analysts and upper management within the Agency to exchange relevant information and ensure the completeness of open source foreign language research and evaluation. Contacts with others within the Agency and IC must be timely, efficient, and responsive to deadlines for quality finished intelligence.

LIFESTYLE CONSTRAINTS

The Intelligence Officer-Foreign Media supervisor is required to meet the basic Agency conditions of security awareness, personal lifestyle restrictions, and professional limitations. The IO-Foreign Media supervisor is occasionally requested to travel in order to provide linguistic support for Agency requirements.

RESOURCE MANAGEMENT

The supervisor provides the group chief with guidance relative to assigned areas of responsibility in terms of budget requirements for discrete projects and contract translations. As a result, the officer is then given a translations and project budget allocation and is authorized to dispense those funds. Depending on assigned duties/projects, the officer may manage funds for specialized automation equipment, machine translation equipment, and computers for accessing foreign data bases. The first-line supervisor has responsibilities covering the full range of personnel supervisory functions for a small working unit.

INTELLIGENCE OFFICER-FOREIGN MEDIAExpert
GS-14

The Intelligence Officer-Foreign Media expert is a recognized authority in the CIA and the Intelligence Community (IC) in the application of substantive expertise, foreign-language skills, and knowledge of the public media of a country or region to topics of intelligence interest. The officer evaluates, analyzes, and selects material from foreign-language open-sources (newspapers, journals, periodicals, books, monographs, etc.) which meets established and ad hoc IC requirements. Incumbent provides authoritative, substantive, and linguistic support to Agency operational, analytic, and training components, and to the IC and other U.S. Government consumers in response to their needs for intelligence derived from foreign-language open sources and for assistance in language-related activities.

MAJOR DUTIES

In addition to fulfilling the duties of IO-Foreign Media officers at the lower levels, the Expert develops and nurtures in-house language expertise and provides Agency-wide leadership in the application of foreign-language and media interpretation skills to critical intelligence problems. Based on an in-depth background in foreign media analysis acquired through ample years of relevant experience, extensive training, extended TDYs, rotational assignments, and continued working-level contacts throughout the IC, the incumbent independently plans and undertakes special projects involving new approaches aimed at applying a combination of foreign-language and media expertise to complex intelligence issues. Such projects could take the form of, but are not limited to, long-term assessments of media content; simultaneous translation, interpreting, and spot commentary on breaking issues; coordination of the Agency's contribution to the IC Staff and other U.S. Government surveys and studies; and direct substantive and/or linguistic participation in U.S. Government projects of major concern to policymakers. Examples of such assignments include: Playing a leadership role in the Community in developing Machine Translation systems for the processing of intelligence; functioning as the Agency's recognized expert in a language or subject-matter area, assisting senior policymakers in developing and negotiating language-sensitive agreements and positions; and leading Agency efforts to provide language support to and collect intelligence from such sensitive programs as the monitoring activities associated with the treaty verification and arms reduction programs.

QUALIFICATIONS

IO-Foreign Media experts have a sophisticated understanding of the language(s) and public media of a geographic area and a proven record demonstrating an in-depth knowledge of language-related requirements and

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issues. Incumbents have 10 or more years of relevant experience including rotational assignments (internal/external), operational TDYs, and extensive training, and have developed wide ranging working-level contacts throughout the IC and a knowledge of the availability of foreign language resources in other IC and U.S. Government components.

DIFFICULTY AND CONSEQUENCES

The position offers professional freedom to select and prioritize projects and requires minimal supervision. The incumbent exhibits the negotiating, decisionmaking, and communications skills necessary to enhance the contribution of Production Group's language and foreign media expertise in addressing intelligence issues. The incumbent plays a leadership role in defining and developing ways in which foreign language expertise and exploitation of foreign open-source material can be optimized in furtherance of CIA and Community operational and analytical activities. The resulting product has a direct effect on finished intelligence by incorporating intelligence gathered through open source media resources into the final analytical product.

CONTACTS

Incumbent independently maintains necessary contacts at all levels within the Agency and the IC to establish, discuss, and refine intelligence requirements related to collection from and use of foreign language media in the intelligence production process, to carry out special projects combining language and foreign media expertise, and to deploy the language skills available in Production Group to meet recurring or ad hoc translation and interpreting requirements.

LIFESTYLE CONSTRAINTS

The IO-Foreign Media Expert is required to meet the basic Agency conditions of security awareness, personal lifestyle restrictions, and professional limitations. Incumbent may be required to travel, often on short notice, to provide language support for Agency, IC, and other U.S. Government activities.

RESOURCE MANAGEMENT

Resource management functions at this level require the officer to provide the group chief with guidance on budgetary needs for discrete projects and contract translations in the assigned area, to arrange or direct training and logistical support, to form working groups or teams as necessary for project completion, and/or to contribute advice concerning the Agency's language program and budget and internal FBIS language development activities. Incumbent acts as mentor to other officers.

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SUBJECT: Intelligence Officer-Foreign Media - Expert GS-14

CONCUR:

[Redacted Signature]

STAT

Deputy Director for Compensation, Automation, and Planning

12-20-88
Date

[Redacted Signature]

Director, Foreign Broadcast Information Service

21 Dec 88
Date

STAT

APPROVED:

[Redacted Signature]

STAT

Director of Personnel

12-29-88
Date

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